



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGIST	41	B	7.508

DEFINITION OF THE CLASS:

Under administrative direction, manages the personnel selection research and validation section. The incumbent in this class serves as the expert for classified positions in all agencies in the State of Nevada and University System in the application of testing principles in employment and selection related issues, and performs related work as required. The work involves a high degree of technical expertise in the development, use and interpretation of a wide variety of job analysis and test development techniques in conformance with established professional and legal standards.

The incumbent provides technical support in general areas of organizational psychology, direction, training and consultative services to state agencies and the University of Nevada system, serves as an expert witness in litigation involving state agencies on testing and personnel selection issues, conducts research and provides personnel policy input.

DISTINGUISHING CHARACTERISTICS:

This is a single position class responsible for serving as the State of Nevada's expert in employment selection, tests and measurement and occupational assessment.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Analyzes organizational needs, plans, organizes and conducts small and large scale research studies in conformance with established professional standards in order to achieve objectives.

Supervises and assists personnel staff in examination construction; analyzes examination data in accordance with accepted professional and legal standards; interprets and evaluates statistical analyses; reports finding in reports.

Conducts research on employee selection, promotion and performance using content, criteria and construct validity models; reviews, analyzes and presents recommendations on appeals.

Researches, evaluates and recommends appropriate statewide management and administrative programs and consults with agencies on organizational management, cost projection and productivity issues.

Administers and interprets various evaluation and selection procedures and determines appropriateness of procedures.

Serves as selection and evaluation expert for Employee-Management Committee hearings, Nevada Equal Rights Commission hearings and to State Agencies and University of Nevada System regarding classified positions as appropriate, and defends personnel selection process and procedures in litigation and appeals having high impact on state agencies.

EXAMPLES OF WORK: (cont.)

May serve on national or state level review and evaluation committees for personnel assessment and psychometric projects, and make presentations at conferences.

Prepares and delivers training programs for agency employees and makes presentations on technical selection and analysis issues at state and national professional organizations.

Directly supervises one or more professional staff including work assignment and review, performance evaluation, recommendation on hiring and recommending disciplinary action.

Reviews, analyzes and prepares recommendations on grievances and potential litigious issues involving personnel selection issues for state agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of state government, statutes, regulations, policies, practices and Nevada case law relating to personnel selection, evaluations, classification and related issues. Knowledge of supervisory principles and practices. Knowledge of budget development and control specific to Nevada.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of federal statutes, regulations, policies and case law regarding personnel selection and evaluation, classification and related issues. Knowledge of American Psychological Association Standards, federal guidelines, Buros Mental Measurement Yearbook, and technical resources regarding personnel assessment and selection. Knowledge of validity, reliability, analysis of variance, multiple and partial regression, correlational analysis, item analysis and selection, factor analysis, grouping techniques, test development and other analytical procedures. Knowledge of advanced psychometric theory and ability to develop, interpret and/or testify on psychological testing and personnel selection issues. Knowledge of job analysis procedures and sampling and survey methodology, including observation, critical incidence, content, delphi technique, job element, functional analysis and proprietary processes such as the P.A.Q. Knowledge of cost projections, budget development and utility analysis. Knowledge of statistical computer applications and ability to apply software to workplace situations. Knowledge of learning theories, personnel policy development and labor relations. Knowledge of supervisory, training and evaluative and disciplinary procedures.

Ability to read and understand professional journals and research various technical, statistical and legal questions and develop sound and defensible recommendations. Ability to testify in legal proceedings and to serve as an expert regarding personnel assessment and selection.

EDUCATION AND/OR WORK EXPERIENCE:

A Ph.D. degree from an accredited college or university with a major course of study in industrial and organizational psychology, educational psychology, tests and measurement or closely related field of study and four years of professional and increasingly responsible experience in personnel assessment and selection and occupational testing.

LICENSE: Must possess a license as a Psychologist in the State of Nevada.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.508</u> 8/11/89R 3/13/90PC
REVISED:	7/1/93P 11/6/92PC
REVISED:	7/1/93LG